

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1515

**TITLE:** UTILITIES ANALYST

**GRADE:** S-27

**DEFINITION:**

Under general supervision, conducts research and analysis on regulatory issues and market performance of public utility companies serving Fairfax County including electric, natural gas, transportation, telephone, and cable communications; develops and presents recommendations to the Board of Supervisors on regulatory issues and rate cases; prepares written testimony, exhibits, comments, briefs and reports for rate cases filed with the State regulatory authority; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Senior Utilities Analyst in that the primary focus of the Utilities Analyst is on the research and analysis of regulatory issues and market performance of public utilities serving Fairfax County, and assists in preparation of the testimony in rate hearings before State and Federal regulatory authorities; whereas the primary focus of the Senior Utilities Analyst is on the representative role in rate hearings or other utilities regulatory proceedings before State and Federal regulatory authorities presenting and defending the position most beneficial to the County and its citizens, and supervises and provides technical oversight of the research and analysis conducted by the Utilities Analyst.

**ILLUSTRATIVE DUTIES:**

Conducts research and analysis of investment, capital budgeting and stock market prices, capital structure, cost of debt, common equity, financial and operating practices of public utility companies serving Fairfax County;

Analyzes utility company operations and practices to determine fair rate of return for public utility companies employing methodologies and practices accepted as the industry standards in support of testimony for rate cases;

Prepares written testimony, exhibits, comments, briefs, and reports for public utilities rate cases;

Formulates cross-examination questions and assists in development of briefs for the County attorney's office;

Provides in-depth analysis and technical advice on public utilities regulatory issues to the Board of Supervisors; develops, presents and defends recommendations before the Board of Supervisors;

Provides advice and assistance for the Fairfax County government departments on contracts for electricity rates and services;

Reviews the annual reports and other sources of financial activities of the utility companies serving the County to ensure their conformance with the regulations of various governmental regulatory bodies;

Reviews and identifies utility companies' business operation and practices that possibly impact on safety for the County citizens, i.e., a plan to install high voltage transmission lines in the County region;

Prepares reports and recommendations to the Consumer Protection Commission and the Board of Supervisors on licensing issues, including taxicab rates and number of taxicabs certificated in Fairfax County;

Keeps informed of developments in the area of utility policy and regulation and their impact on the economic activities of the utility companies and the consumers;

Prepares special reports and performs other utility-related studies for the information and guidance of County officials;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of financial and economic analysis techniques;

Knowledge of public utility organization and financial structure;

Knowledge of rules and regulations governing utility operations;

Ability to conduct independent research on complex, technical, economic, financial and policy related issues;

Ability to analyze and interpret financial and economic data;

Ability to speak clearly and effectively to groups or in presenting testimony;

Ability to develop and maintain cooperative and effective working relationships with County officials, staff and citizens;

**EMPLOYMENT STANDARDS:**

Graduation from an accredited four-year college or university with a Bachelor's degree in economics or finance or a closely related field and four years of professional experience closely related to the financial and economic analyses of public utilities and the services rendered by them.

REVISED:	July 5, 2006
REVISED (Class code changed from 1269 to 1515):	June 20, 1989

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